

**BY ORDER OF THE COMMANDER
437 AIRLIFT WING**



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**437 AIRLIFT WING
Supplement**

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Flying Operations

**AIRCREW
STANDARDIZATION/EVALUATION
PROGRAM**

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AFI 11-202, Volume 2, 2 March 2011 and AFI 11-202 Volume 2, Air Mobility Command Supplement is supplemented as follows: This supplement defines and implements specific procedures and policies applicable to all aircrew members in the 437/315 Airlift Wings. This supplement is distributed to HQ AMC OPRs, as applicable. In addition, it should not be less restrictive than the provisions of this or any other instructions without prior authorization from the appropriate HQ AMC OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommended for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. "This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by E.O. 9397. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS) (December 26, 2002, 67 FR 78777) applies."

1.3.3. **(Added)** Waiver Authority. Unless prescribed by a higher publication, the 437/315 OG/CC is the waiver authority for this supplement. Coordinate all waiver requests through the respective OG/OGV.

1.4. **(Added)** Process Guides. 437/315 OG/OGV utilizes a series of process guides to provide detailed instruction for the daily administration and execution of programs dictated in this supplement and its parent publication. Squadron DOV offices will utilize these process guides to ensure standardization. Change requests will be made through OGV.

2.4.2.6. **(Added)** OGV examiners requiring an evaluation from AMC/A3V and not able to coordinate a suitable schedule will initiate a pyramid waiver. 315 OG/OGV will contact 4 AF and/or AFRC DOV to assist in the waiver process.

3.2.1.8. **(Added)** The unit's N/N evaluation program is outlined in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.2. **(Added)** Procedures for the review and quality control of AF Form 8s are located in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.3. **(Added)** Procedures to build, maintain, and review unit FEFs are located in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.4. **(Added)** Procedures to manage and execute the aircrew examination program are located in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.4.1. **(Added)** Aircrew members will complete all requisite examinations prior to the flight portion of a periodic evaluation.

3.2.2.5. **(Added)** Procedures to administer and execute the trend reporting and analysis program are located in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.6. **(Added)** The 437/315 OG supplementary evaluation program is used to close formal trends and maintain a strong aircrew training program that develops aircrew knowledge, procedures and experience while supporting operational requirements. OG/CCs may designate both routine and one-time areas to evaluate. Procedures to administer and execute the supplementary evaluation program are located in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.6.1. **(Added-437 AW Only)** The OG/CC directs routine supplementary evaluations of aircrew training programs. These evaluations ensure recurring ground continuation training meets the OG/CC's objectives.

3.2.2.6.2. **(Added-315 AW Only)** The OG/CC directs routine supplementary evaluations to measure aircrew knowledge of new systems/procedures and/or software blocks.

3.2.2.7.2. **(Added)** Procedures to conduct the SEB and prepare the minutes are located in the OGV Process Guides (see [paragraph 1.4](#)). OGV normally conducts the SEB in conjunction with the Tactics Review Board (TRB) and Training Review Panel (TRP).

3.2.2.8. **(Added)** Guidance on specific FCIF program procedures are explained in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.9. **(Added)** Guidance on specific flight manual and electronic publications procedures is located in the OGV Process Guides (see [paragraph 1.4](#)). Aircrew members will maintain individual paper copies of abbreviated checklists, checklist inserts, and in-flight guides/flimsies.

3.2.2.10. **(Added)** Procedures for preparing and processing AF Form 847s are contained in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.11. **(Added-437 OG Only)** Locally owned/scheduled military training routes (MTR) and air refueling (AR) tracks are reviewed annually by 437 OSS/OSA (Airfield Management) and reported to OGV. Results of the review are reported in the SEB.

3.2.2.13. **(Added)** Any additional standardization and evaluation requirements not specifically covered in this unit supplement are covered in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.2.15. **(Added)** Procedures on properly documenting evaluations are found in the OGV Process Guides (see [paragraph 1.4](#)).

3.2.3. **(Added)** OGV personnel and manning requirements are maintained in the OGV Process Guides (see [paragraph 1.4](#)).

3.3.1.1. **(Added)** Squadron commanders select candidates for flight examiner upgrade. The squadron schedules the upgrade candidate for the next available flight examiner course with the ATS contractor through the squadron training office. Exception: 315 AES flight examiner candidates are scheduled for in-house training through squadron standardization/evaluation. Upon completion of the ATS flight examiner course, or in-house training (315 AES), upgrade candidates who were not previously certified as an AMC flight examiner will observe an evaluation prior to their certification by the squadron commander.

3.3.2.12.3.1. **(Added)** Due to the amount of detailed instructions, all wing and group review, certification and interview procedures are maintained and documented in the OGV Process Guides. (see [paragraph 1.4](#)).

3.3.2.12.3.1.1. **(Added)** Squadron commanders will conduct R&C boards whenever necessary to facilitate the unit's mission. A review should be conducted if the unit has aircrew members unable to assume aircrew duties or maintain standards (e.g. long-term DNIF, PT failure, Q3, etc.).

3.3.2.12.3.1.2. **(Added)** Aircrew members receiving certification as an aircraft commander (airland only), instructor, or evaluator will receive an OG/CC philosophy briefing within 60 days of certification. Failure to receive this briefing within 60 days will prevent the individual from operating in that certified position until the briefing is received. Squadron DOV will monitor this requirement and document completion IAW the OGV Process Guides. The OG/CC is the waiver authority for this requirement.

3.3.2.12.3.1.2.1. **(Added-437 AW only)** "Meet the Commander" allows the 437 AW/CC an opportunity to meet newly certified crewmembers. This meeting is normally scheduled on the same day as the OG/CC philosophy brief. Aircrew members should make every attempt to attend "Meet the Commander" within the same 60 day period. Failure to attend "Meet the Commander" does not prevent certification as outlined in paragraph 3.3.2.12.3.1.2.

5.2.6.3.2. **(Added)** A no-notice evaluation may begin no earlier than the mission planning session the day prior to flight, but not later than aircrew brief time the day of the flight. EXCEPTION: Evaluators may show at the aircraft to evaluate a specific item and/or area as long as they do not intend to fly. Squadrons will report no-notice evaluation results to OGV. OGV will report program progress/results during the SEB. Procedures to manage and execute the no-notice program are contained in the OGV Process Guides (see [paragraph 1.4](#)).

5.2.6.3.3. **(Added)** Adjustments for deployment rates will be defined in the process guides (see [paragraph 1.4](#)) and will be approved by the OG/CC.

5.8.3.1. **(Added)** Crewmembers maintaining the same crew position in airland and airdrop (example: ACAL/ACAD) should combine their MSN evaluations to the maximum extent possible even if one evaluation is not within the eligibility period. SQ/CC authorization and documentation (IAW paragraph [7.3.4.4.5](#)) applies.

6.3.1. **(Added)** Procedures to manage and execute the aircrew examination program are located in the OGV Process Guides (see [paragraph 1.4](#)).

6.4.4. **(Added)** 437 OGV is responsible for the accuracy, authentication and security of all exams. All exams and the AMC MQF are reviewed annually and/or after changes to source documents. Additional procedures for reviewing and documenting exam questions are outlined in the OGV process guides.

6.10. **(Added)** SQ/CC's will direct periodic examinations when desired. Any trends identified during a periodic examination will be reported to the SEB.

7.3.7.6. **(Added-437 AW Only)** Immediately following any unsatisfactory evaluation, the SQ/CC or a designated representative will chair a review board. Board composition is at the discretion of the SQ/CC but should include, a representative from unit standardization/evaluation, unit training, and operations officer.

7.3.7.6.1. **(Added-437 AW Only)** The review board will analyze the examiner's additional training remarks on the AF Form 8 (see [paragraph 5.3.2.2.2](#)) as well as the individuals previous performance to determine the best course of action to remediate the unsatisfactory evaluation. If the board convenes before the examiner can produce an AF Form 8 (e.g., off station evaluation), verbal communication with the SQ/CC and/or operations officer will suffice. The final remedial training plan (if warranted) rests with the SQ/CC.

7.3.7.6.2. **(Added-437 AW Only)** Squadrons will complete and forward a OG IMT Form 15, *Unsatisfactory Evaluation*, with a copy of the AF Form 8 for all Q-2, Q-3, and commander-directed downgrades to 437 OG/OGV. OGV will then forward the package to the OG/CC for review. This review is not intended to supersede any review board decisions and should not prevent the aircrew member from beginning the remediation training. The OG IMT Form 15 is not documented on the AF Form 8 and will be retained by OGV until reported in the SEB. Procedures for filling out OG IMT Form 15 are found in the OG process guide.

7.3.7.6.3. **(Added-437 AW Only)** The unit's training office is responsible for ensuring all remediation events determined by the review board are accomplished by the last day of the second month following the date of the discrepancy (see [paragraph 5.3.2.2.2.2](#)). The unit's standardization/evaluation office should monitor the individuals training progress to ensure a successful re-examination, if required, will be accomplished IAW paragraph [5.6.1](#).

7.3.7.6.4. **(Added-437 AW Only)** Aircrew members receiving any unsatisfactory grade on any evaluation are not permitted to perform aircrew duties inconsistent with the remedial training plan established by the review board without OG/CC approval.

7.3.8.6. **(Added)** Examiners may use either a draft AF Form 8 or a copy of the AF IMT 3862, *Flight Evaluation Worksheet*, to satisfy this requirement. Procedures for documenting and completing evaluations are located in the OGV Process Guides (see [paragraph 1.4](#)).

7.8.5.3.3. **(Added)** Procedures to build, maintain and review unit FEFs are located in the OGV Process Guides (see [paragraph 1.4](#)).

7.8.6.2.1. **(Added)** Detailed procedures for annotating and documenting minor discrepancies are located in the OGV Process Guides (see [paragraph 1.4](#)).

9.3. **(Added)** Detailed procedures for conducting the Go/No-Go program are established in the OGV Process Guides (see [paragraph 1.4](#)).

9.4.1. **(Added)** Detailed procedures for managing and conducting the Supplementary Evaluation Program are outlined in the OGV Process Guides (see [paragraph 1.4](#)).

TREVOR W. NITZ, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

ACAD- Aircraft Commander Airdrop

ACAL- Aircraft Commander Airland

TRB- Tactics Review Board

TRP- Training Review Panel

MTR- Military Training Route